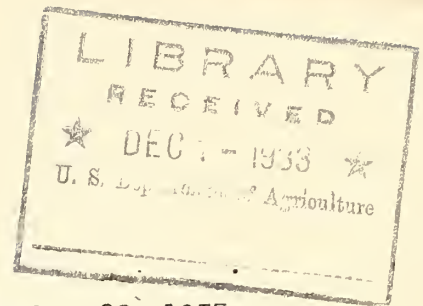


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

Bi-1307

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.



November 22, 1933.

Memorandum Concerning Submission of Form Bi-1303 With
Payrolls for Employees Paid By the Hour

Since all laborers on public works projects under the National Industrial Recovery Act are to be paid on the hourly basis and as Standard Form 1074 provide insufficient space in the Remarks column on the pay roll form for the showing of the actual hours worked by each employee it has become necessary to prescribe a separate form for furnishing this data which is required in the audit of the payrolls.

Form Bi-1303 has been prepared to meet this need, and this form (in duplicate) must accompany all future payrolls covering the services of laborers paid by the hour. The names of employees should appear on Form Bi-1303 in the same order as on the accompanying payroll. No attempt need be made to show the beginning and ending dates of service in the Remarks column of the roll when Form Bi-1303 is used; but the total number of hours worked by the employee must be shown in the column on the payroll headed "Total units employed".

Form Bi-1303 will be signed by the supervisory official or project leader in charge of the force of laborers reported on the form. Although the form was prepared primarily for submission with NIRA payrolls it should be used in any case where employees are paid on an hourly basis. A small supply of the new form is inclosed herewith.

A handwritten signature in cursive script, appearing to read "E. J. Thompson".

In charge,
Division of Administration.

Inclosure.

